

Report on Work Programme and Achievements against APLMF Strategic Plan 2016 -2019

Note: 2019 Achievements and Actions completed in *red italics*

This report details as a summary table the achievements and actions completed by APLMF against the APLMF Strategic Plan 2016 -2019. Actions undertaken by the Secretariat and APLMF President in response resolutions or as part of the Work Programme agreed at the 25th APLMF Forum meeting held in New Zealand in November 2018 are noted in *red italics*. If APLMF members require further detail regarding any of the items listed in this summary, please contact the APLMF President or Secretariat.

KEY OBJECTIVE 1: SUPPORTING CAPABILITY	
Supporting the development and maintenance of the capability of national metrology organisations to enable them to meet the evolving need for an effective legal metrology infrastructure.	
STRATEGIC PRIORITY	ACHIEVEMENTS/ACTIONS
TRAINING AND KNOWLEDGE	
a) Training Coordinator Role - Training Coordinator to become a core function of APLMF Secretariat	<ul style="list-style-type: none"> Disestablished the Training Coordination WG. and established a permanent role within the Secretariat for the training coordinator. The candidate was elected from within the membership for a 3-year term (2019-21).
b) Metrology Developing Emerging Economies in Asia (MEDEA) Project - Support the development and delivery of training to members and non-members within Asia through MEDEA project and other initiatives	<ul style="list-style-type: none"> MEDEA 1 - May 2015-April 2018, 14 training course, 189 participants from 10 member economies attended training courses (not including observers). 2017 joint workshop in Malacca on Modernising National Metrology System. This was to launch the joint Guide 1: National Metrological Infrastructure. This workshop included a segment on writing case studies and a template was provided for economies to use. 2018 joint workshop in Hong Kong to determine priority for training topics for MEDEA 2



	<p>programme.</p> <ul style="list-style-type: none">• Developing and empowering trainers from developing economies – e.g. Rice Moisture (2018- 2 special seminars were run to prepare them). They also delivered a training course in Dec 2018. Trainers from Malaysia are developing training which they will deliver in October 2019. Indonesia will also deliver training on pre-packaged goods in 2020.• MEDEA 1 initiative to provide an instrument bank was trialled following donation of 40 items from Australia. Equipment was sent to 5 developing economies; however the logistics and cost has made it difficult to continue.• 2018 First CABUREK meeting held in Thailand, 2019 second meeting held in Sri Lanka. CABUREK is a process where participants are supported over 2.5 years as they deliver a project within their own economy. Coaches provide feedback and challenge the participants ideas as they develop over the 2.5 years.• Guide test procedures were developed as a result of training programs. Economies were surveyed to ensure they agreed with the procedures documented. These were then published as Guide 7. Nine have been published to date and these guide documents will inform the eLearning training the working groups will develop.• <i>MEDEA 2 - May 2018 – October 2019, 4 courses held with 99participants, 59 were APLMF full members and 4 were corresponding member economies.</i>
<p>c) e-Learning - Identify new approaches for delivering training online and new funding streams to support training for developing economies</p>	<ul style="list-style-type: none">• <i>2019 Guide 8: How to develop an eLearning module was provided to WG Chairs and to members for consultation This guide document will assist the WG chairs to develop their eLearning modules in a consistent format.</i>• <i>Completed APLMF Non-Automatic Weighing Instrument module as pilot example. This module is currently being set up on the OIML Learning Management System to facilitate APLMF member economy and global use.</i>• <i>Developed funding proposal, that is under consideration by PTB and initiated work with APLMF WG to create a library of modules on core legal metrology areas.</i>

<p>d) Support OIML International Initiatives - Collaboration with OIML Training Centres and RLMO's</p>	<ul style="list-style-type: none"> • Nominated Malaysia for an OIML award for their work in establishing their metrological infrastructure. • 2018 Joint APLMF/OIML Pre-Packaged Goods course. • <i>Published article in April 2019 OIML BULLETIN on 25th Anniversary of APLMF: https://www.oiml.org/en/publications/bulletin/pdf/oiml_bulletin_april_2019.pdf</i> • <i>Attended and presented to OIML Regional Legal Metrology Bodies Round Table (RLMO) meeting in October 2019</i> • <i>2019 co-delivered Joint APLMF/OIML Certificate System Workshop in China</i>
<p>e) Evaluation - Ensure training continues to meet the needs of members, evaluate programmes and training methods for continued improvement</p>	<ul style="list-style-type: none"> • Survey Monkey is used as an effective tool for collecting and analysing feedback from training courses and conducting surveys. • <i>MEDEA 2 -Six month follow up on participant's action plans, results of which are captured in a spreadsheet to enable future analysis of effectiveness of training. PTB can determine easily if there is a pattern of non- reporting from economies and implement consequences for future attendance at courses. Collated results are distributed to Directors by PTB.</i>
<p>COMMUNICATIONS</p> <p>a) Communications by the Forum - Improve Forum's website functionality and ability to share information (e.g. email, newsletter, Metrology Asia Pacific portal, system for exchanging information on emerging issues)</p>	<ul style="list-style-type: none"> • Initially at the 22nd APLMF (2015) we held a workshop to get feedback on ideas to improve communication, website and meeting format. • 2016 launched new website and have continued to refine and add content, • 2017 provided member only webpages and in 2019 set up Working Group webpages. • Quarterly newsletter, actively seeking articles/input from members and International organisations. • Collateral produced is usually provided digitally, apart from the APLMF/APMP National Metrological Infrastructure Joint Guide 1 which was provided in printed format for the launch. • In 2017 introduced video highlights following 23rd, 24th and 25th APLMF meetings. • 25th APLMF collated historical information to create a video presentation 'Celebrating 25 Years 1994-2018.

	<ul style="list-style-type: none"> • <i>2019 continued to communicate effectively, through timely updates to the website, quarterly newsletters and direct communication to members by email. We have also been getting increased engagement from members providing articles for the newsletter.</i>
<p>b) Promoting awareness of metrology - Identify and support activities that promote awareness of legal metrology and the effective use of OIML recommendations and Certificate System</p>	<ul style="list-style-type: none"> • Many economies are celebrating World Metrology Day on 20 May. This provides a focus to show the value of metrology to society and we encourage members to share their stories in our quarterly newsletter. • 25th APLMF held sessions on OIML Certificate System, including recent developments, process for economies to be utilising and issuing authorities, identifying impediments and how to promote additional utilising economies, discussion of support and activities within the Region. • <i>Joint OIML/APLMF Certificate System workshop July, China, attended by representatives from 9 member economies.</i> • <i>26th APLMF includes a panel discussion with representation from OIML, PR China as an Issuer and Cambodia as a Utiliser.</i>
<p>c) Metrology Asia Pacific portal - MEDEA has provided funding to support development of a shared APMP/APLMF information portal (Metrology Asia Pacific) that will provide links to case studies and information held by global organisations such as OIML and BIPM</p>	<ul style="list-style-type: none"> • Website framework has been designed and set up. • Some content has been provided which is being peer reviewed. • The URL www.metrologyasiapacific.com has been secured but is not currently live. It will link to useful information on authoritative metrology websites including: APMP, APLMF, OIML and the BIPM. • <i>Final development and launch of the joint APMP-APLMF metrology web portal to facilitate sharing of information resources has been significantly delayed. The delay is due to time required to obtain and edit the content. A workshop is planned in late 2019 to get the project back on track for a launch in early 2020.</i>

KEY OBJECTIVE 02 - ORGANISATIONAL STRENGTH AND STEERING

Building a dynamic, resilient and flexible organisation that has the Governance structures and systems that enable the Forum to provide confidence that member funds are being responsibly managed, share information effectively, deliver services that meet members’ needs, and effectively represent members’ interests at regional and international level.

STRATEGIC PRIORITY	ACHIEVEMENTS/ACTIONS
<p>OPERATIONAL SYSTEMS AND STEERING</p> <p>a) Working Groups - Strengthen Working Groups’ activities, ensuring they support the needs of developing economies.</p>	<ul style="list-style-type: none"> • 2016 workshop to come up with ideas to make working groups more effective. • 2017 a Discussion document ‘Working Group Transition’ on changes to working groups was circulated prior to a workshop to get members feedback. • 2018 - Following decisions made about progressing the WG Transition, Chairs provided recommendations for the future of their groups and provided additional information to standardise the WG webpage. Decisions were made on the disestablishment of 2 working groups, appointment of subject matter experts for these topics, establishment of 2 new working groups, agreed work plans and call for nominations for WG vacancies. • <i>2018 Two new working groups established: OIML Certificates Systems and NAWI (Weighbridges and Spring Balances e-Learning Modules 2019).</i> • <i>2019 Chairs of WGs reconfirmed or elected. Each WG now contains a minimum of 3 representatives from developing economies and all have an agreed work plan.</i> • <i>2019 Secretariat is supporting Working Groups by providing access to resources such as teleconference facilities, Google folders and webpages> These are designed to enhance collaboration.</i> • <i>26th APLMF WG programme includes a half day workshop for WG members of 4 of the 6 working groups to meet face to face and progress their work plans. Funding for 14 WG members of developing economies was made available through MEDEA 2.</i>

<p>b) Annual Meeting - The annual meeting provides a valuable opportunity to share knowledge and expertise, identify and create a shared understanding of emerging issues and help build a trusted, collaborative environment.</p>	<ul style="list-style-type: none"> • Since 2017 the Secretariat has been able to upload final documents/presentations to the website during APLMF meetings making them available in real time. • Since 2016 provided with a reporting template and a power point template. At the meeting only highlights and future focus were presented. Reports were called for in advance so delegates could read these and were encouraged to mix and discuss issues of importance during breaks. • 2017 changed from Economy Report presentations to Poster Sessions encouraging increased participation and engagement. <i>This was very successful and continued in 2018 and 2019.</i> • <i>Continued to streamline meetings so that maximum time can be spent on activities that are forward looking with an ever-increasing level of active engagement from participants.</i>
<p>c) Membership - Growing the engagement and contribution of members, both in terms of specialist support and financial support, is important for creating a sustainable and value-adding regional body. A sound financial base is also important for enabling this Forum to deliver services that meet the needs of members</p>	<ul style="list-style-type: none"> • 2016 Unpaid fees from financial years prior to 2015 were written off. • 2016 Membership fees unpaid for more than two consecutive years would result in downgrading of membership status. • <i>New members: 2017 Brunei Darussalam, 2019 Kiribati.</i> • 2017 introduced discussion papers ‘APLMF Membership Criteria’ and ‘Membership fees’, 2018 Membership Fee Decision paper was circulated and agreed to increase fees over 4 years starting in 2020 and introduce a process to review indexing and fees every 2 years to keep pace with inflation. A fee was also introduced for corresponding members and an official ‘observer category’ introduced effective 2020. • <i>2019 Membership fee invoices for 2020 with the increased membership fee will be sent out in Dec 2019, along with the first invoices for Corresponding member fees.</i>
<p>d) Governance - The APLMF Executive Committee/Secretariat will continue to document all APLMF processes and procedures to maintain an appropriate level of governance and improve the</p>	<ul style="list-style-type: none"> • Introduced additional 2 or 3 Executive Committee telephone conferences between annual meetings to make decision making more robust and efficient. • Introduced a process of consultation and decision making that is inclusive and effective to progress items between meetings. • Documented agreed strategy over 5 years with bi-annual reviews. • Set up Xero (accounting system) to manage finances, providing robust and regular reporting.

transparency for all member economies. This documentation will also support the future transfer of the APLMF Presidency and Secretariat to another member economy

- GoogleDrive is used to store and manage document filing and providing google folders for training course materials has meant participants can prepare ahead for their courses and have access to the materials during and after the course.
- Economy Directories: Provided existing word version or template. 10/20 directories have been updated.
- *A Secretariat Manual has been developed providing comprehensive documentation of Secretariat processes/procedures for regular tasks, this is an ongoing task.*
- *2019 - MOU and Rules of Procedure – reviewed and provided to members for consultation.*
- *2019 – Strategic Plan reviewed for 2020 – 2025 will be presented at APLMF 26 and then circulated to members for consultation.*

KEY OBJECTIVE 03 - INTERNATIONAL REPRESENTATION AND COLLABORATION

Active participation with regional and international bodies to ensure the views of members are promoted and that international activities and regional collaboration support greater harmonisation, member development and mutual recognition between members. This collaboration will focus on the work of the International Organisation of Legal Metrology (OIML) and Regional Legal Metrology Organisations; and Asia Pacific Economic Co-operation (APEC) and APEC Specialist Regional Bodies.

STRATEGIC PRIORITY	ACHIEVEMENTS/ACTIONS
<p>INTERNATIONAL COLLABORATION</p> <p>a) OIML - Improve linkages with international and regional bodies, particularly OIML, RLMO's, APEC and other APEC Specialist Regional Bodies (SRBs)</p>	<ul style="list-style-type: none"> • <i>APLMF Secretariat has actively participated in OIML meetings and seminars.</i> • <i>APLMF has collaborated with APMP and PTB via the MEDEA 1 and 2 programmes to provide quality and relevant training within the Region e.g. 2017 Workshop on Modernising National Metrology, 2019 Workshop on OIML CS and the CABUREK project is also joint initiative.</i> • <i>Identifying APLMF developing economies who are involved with APMP Focus Groups to have them report back at APLMF meetings – 4 reports this year.</i> • <i>Participating in APMP meetings and MEDEA Coordination Committee Meetings and workshops.</i> • <i>2019 APLMF Secretariat has participated in the following meetings:</i> • <i>Asia Pacific Economic Cooperation (APEC) Sub-Committee on Standards and Conformance in Santiago, Chile 25-28 February 2019:</i> <ul style="list-style-type: none"> - <i>Chaired Specialist Regional Bodies (SRBs) Forum meeting</i> - <i>Delivered SRB Forum workshop open to all APEC economy representatives (chairing and presenting APLMF work programme)</i> - <i>Presented at Senior Officials meeting of APEC Sub-Committee on Standards and Conformance</i> • <i>54th CIML Meetings 21-25 October 2019 – Bratislava, Slovak Republic. Including:</i> <ul style="list-style-type: none"> - <i>Presented on behalf of APLMF and supported delivery of OIML Workshop on 'e-Learning'</i> - <i>Represented APLMF at OIML Regional Legal Metrology Bodies Round Table (RLMO)</i>



	<p><i>meeting</i></p> <ul style="list-style-type: none"> - <i>Represented APLMF at Countries and Economies with Emerging Metrology Systems (CEEMS) Advisory Group (AG) meeting.</i> • <i>APLMF members were involved in OIML Working Group that has completed a final draft international guidance document on Conformity to Type (market surveillance systems for ensuring that production instruments met their approved type).</i> • <i>Informally contacted the Australia Government regarding their initiative of AUD2Billion infrastructure financing facility for the Pacific in response to resolution from the 25th APLMF meeting. Advised that the key input into this work was to be a Pacific Quality Infrastructure Initiative – Regional Workshop held in Fiji 2-6 September where several speakers provided an understanding of Quality Infrastructure elements. Dr Angela Samuels attended and provided a report. APLMF President will monitor activities planned as a result of this workshop and seek opportunities for legal metrology development to be included.</i> • <i>Ongoing - seeking nominations for OIML Award for excellent achievements in legal metrology in a developing economy.</i>
<p>b) Specialist Regional bodies (SRBs) - Represent APLMF on OIML: RLMO Round table and CEEMS Advisory Group</p>	<ul style="list-style-type: none"> • APLMF Secretariat has actively participated in APEC Sub-Committee on Standards and Conformance (SCSC), Chaired the Specialist Regional Bodies (SRB) Forum and participated in the Senior Officials Meeting (SOM) 1 and 3. • 2018 ASEAN representative presented an update for the first time. • <i>Attended and presented to Pacific Area Standards Congress, 42nd Annual General Meeting Wellington, New Zealand Wed 10 April 2019.</i> • <i>Chaired Specialist Regional Bodies (SRBs) Forum. Held 2 teleconferences that reviewed SRB's individual work programmes. Produced a summary of these work programmes mapped to the relevant APEC work priorities and provided it to APEC delegates.</i>

<p>c) Other International bodies - Build linkages with industry and non-government bodies</p>	<ul style="list-style-type: none"> • <i>2019 Collaborative relationship with MEDEA and have entered an MOU with PTB relating to training.</i> • <i>Established a link on APLMF website to ASEAN Type Approval Guidelines.</i>
<p>d) Pacific Islands - How to best support PI economies and respond to development needs for their emerging metrology systems</p>	<ul style="list-style-type: none"> • 2018 Made contact with Fiji encouraging them to join APLMF • <i>2019 Kiribati Joined APLMF as a full member has been participating in training courses.</i>